

Updated links and form added:

NYC PROCEDURES TO ADDRESS UNAUTHORIZED VEHICLES IN DIPLOMATIC PARKING SPACES:

In our continuing effort to expeditiously address diplomatic issues relating to unauthorized vehicles parked in locations reserved for diplomats and their staff, we have established the following:

1. NYPD 24 Hour Phone Line - (718) 383-6956

At the time of the incident, while your designated parking space is blocked by another vehicle illegally, call this new phone line for action. This new phone line is dedicated exclusively to assisting diplomats, and will be answered by the New York City Police Department Traffic Management Center 24 hours a day, 7 days a week. All calls to this new phone line will be answered and addressed directly by a supervisor.

2. Online Form for Adjudication for Summonses Issued to Decaled Vehicles due to Diplomatic & Consular Illegally Blocked Parking Spaces

If you received a parking ticket due to an unauthorized vehicle occupying your designated space, please use our online *Diplomat / Consular Illegal Parking Report Form* to notify the Department of Finance's Diplomatic Parking Review Panel. **Please remember, at the time your parking space is blocked you must have called the tow hotline, parked in a space within a two-block radius of your designated space, and you may only park at a meter during hours in effect (no payment required) or at truck loading and unloading zones.**

This adjudication form may be accessed via the following URL:

www1.nyc.gov/site/finance/about/contact-by-email/contact-us-illegal-parking-report.page

The screenshot shows the NYC Department of Finance website. At the top, there is a navigation bar with the NYC logo, 'Department of Finance', and a search bar. Below this is a main navigation menu with links: Home, About, Pay Now, NYC Taxes, Fines, Benefits, Sheriff/Courts, and a search bar. Below the navigation menu is a row of four orange buttons: 'About Finance', 'Contact Finance', 'Employment', and 'News and Press'. The 'Contact Finance' button is highlighted. Below this row is a section titled 'Online' with a link to the 'Contact Us - Diplomat/Consular Illegal Parking Report' form. The form itself is titled 'Contact Us - Diplomat/Consular Illegal Parking Report' and includes a sub-header 'Diplomat/Consular Illegal Parking Report'. The form text states: 'Please use this form if you are diplomat or member of a consular staff who has received a ticket because your assigned parking space has been taken by another vehicle. A representative from Finance will review this form and write to your office.' Below this text is a section titled 'Your Vehicle/Contact Information' with a form field for 'Consulate / Mission'.

Please contact the Mayor's Office for International Affairs at (212) 319-9300 with any questions.